

Agency Time Administration

Quick Reference Guide

Logging In



- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:
<https://www.edison.tennessee.gov>
- Enter User ID & Password provided from Edison.

View Paycheck

View and Print a copy of your Paycheck

Employee Self Service > Employee Home > Payroll and Compensation Home > View Paycheck

View Payable Time

View Time Scheduled to be Paid

Employee Self Service > Employee Home > Time Reporting Home > Payable Time Summary

NEED ASSISTANCE – CALL

FOR PAYROLL QUESTIONS CONTACT:
CENTRAL PAYROLL CALL CENTER
615-741-PAID or 877-944-3873

FOR BENEFITS QUESTIONS CONTACT:
BENEFIT CALL CENTER
615-741-3590 or 800-253-9981

FOR EDISON QUESTIONS CONTACT:
EDISON HELP DESK
615-741-HELP or 866-376-0104

Entering Time

Navigation: T&L > Report Time > Timesheet

ENTER TIME FOR EMPLOYEES

Full-time employees will have a schedule row on the timesheet as well as a pre-populated reported row which is generated based on the default schedule. Enter the correct TRC to report time worked, leave taken, etc. Part-time employees will not have their scheduled time defaulted on their timesheet.

MANUAL RESCHEDULING

Time can be manually rescheduled on the schedule row which appears as the first row on the timesheet.

HOLIDAY ENTRY

State holidays will appear gray on the timesheet. If the employee does not work the holiday, leave the space blank. If the employee does actually work the holiday, enter the appropriate number of hours in the holiday field with a corresponding regular hours TRC.

REPORT TIME USING LABOR DISTRIBUTION

Labor Distribution utilizes codes known as Task Profiles on the timesheet to indicate the correct financial chartfields (accounting codes) to which time is charged. Task Profiles are organized into Taskgroups to which each employee is assigned.

OVERTIME REQUEST

After an Overtime Request has been submitted and approved, enter the hours on the timesheet.

AUTOMATIC RESCHEDULING

The system automatically reschedules time based on the type of time reported.

Overtime Request

Navigation: T&L > Overtime Request



Managing Exceptions

Exceptions are generated when Reported Time needs further review or correction before becoming Payable Time. Low and Medium severity level exceptions generate Payable Time, but High severity exceptions must be resolved before Payable Time is created. A document titled Common T&L Exceptions is located on the intranet with information about exceptions and their resolutions.

If exceptions are not managed properly, the employee is at risk of not being paid correctly.

Navigation: T&L> Manage Exceptions

Viewing Time

VIEWING REPORTED TIME

View an employee's reported time.

Navigation: T&L> Report Time> Timesheet

VIEW BALANCES

View an employee's balance on the balance page.

Navigation: T&L> Manager Self Service> Time Management> Leave Balances/Service Credit

VIEW SUMMARY OF AN EMPLOYEE'S PAYABLE TIME

View a summary of an employee's Payable Time.

Navigation: Manager Self Service> Time Management> View Time> Payable Time Summary

VIEW EMPLOYEE OVERTIME REQUESTS

View employee Overtime Requests that have been submitted, approved or denied.

Navigation: Manager Self Service> Time Management> View Time> Overtime Requests